



JOB TITLE: Teacher Assistant

CLASSIFICATION: Professional

ASSIGNMENT: High School

REPORTS TO: Principal

CONTRACT: 185 Days

SYNOPSIS:

- Support Mission of Auburn Career Center

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and to enrich their community

- Implement Auburn Career Center Core Values

We believe that:

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

- Maintain professional and orderly environment in the High School Office area.
- Assist in creating partnerships between Auburn Career Center and businesses, agencies and communities as directed by the Principal.
- Assist in helping Auburn Career Center remain competitive and on the cutting edge of new and emerging technologies.
- Assist in promoting a positive and informed public perception of Auburn Career Center's services, programs, outreach, business partnerships and especially success of Auburn students.
- Employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. (Board Policy 3120.01)

OBJECTIVES:

Under the direction of a teacher provides support to students in a program.

QUALIFICATIONS:

- Effective oral and written communication skills
- Ability to maintain confidentiality of privileged information
- Documentation of clear criminal record check (Board Policy 3121)
- Apply for an Educational Aide Permit with the Ohio Department of Education
- Treating students with dignity and respect
- Maintaining professional attitudes and loyalty to the school

CORE RESPONSIBILITIES:

- Adapts classroom activities, assignments and/or materials for the purpose of supporting and reinforcing classroom objectives in assigned CTE field.
- Administers classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Attends meetings and in-service presentations for the purpose of acquiring and /or conveying information relative to job functions.
- Communicates with Lead Teacher and Supervisor for the purpose of assisting in evaluating student's progress.
- Implements program and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Instruct students, individually or in small groups, with lesson assignments for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goal.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of CTE settings for the purpose of providing a safe and positive learning environment.
- Performs general clerical tasks (e.g. student attendance records, requisitions for supplies, making copies, etc.) for the purpose of helping the teacher get instructional materials ready.
- Support Lead Teacher and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.
- Shops, purchases, orders and receives supplies
- Support the lead instructor to meet the needs of all students with emphasis on the special population.
- Monitor, promote and support Career-Technical education
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

ABILITIES REQUIRED:

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership for the continuous improvement of programs and services.
- Promotes a positive work environment and engenders staff enthusiasm
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts and informs Program Supervisor of all issues and/or problems
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Balancing, bending, climbing, crouching, kneeling, reaching or standing.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential interaction with disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.

PERFORMANCE EVALUATION:

Job performance is evaluated according to negotiated agreements and policy provisions adopted by the Auburn Career Center Board of Education. (Board Policy 3220)

Auburn Career Center Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. (Board Policy 3122) This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Employee

Date

Superintendent

Date